

**AMERICAN CONSULATE GENERAL
HAMILTON, BERMUDA
ANNOUNCEMENT NUMBER: 11-04**

OPEN TO: Eligible Family Members

POSITION: Consular Sub-Cashier/Passport Clerk – FSN-4, FP-AA*

OPENING DATE: December 28, 2011

CLOSING DATE: January 10, 2012

WORK HOURS: Part-time; 24 hours/week

SALARY: *EFM/MOH: US\$14,710.80 pa based on part-time hours
(US\$24,518 p.a. Starting salary)
(Position Grade: FP- to be confirmed by Washington)

The U.S. Consulate General Hamilton is seeking an Eligible Family member for the position of Consular Sub-Cashier/Passport Clerk.

BASIC FUNCTION OF POSITION

The employee will serve as part-time sub-cashier responsible for collecting fees for all Consular Services and US Citizenship and Immigration Services; run cashier reports and balance accounts, collect ten fingerprints from Non-Immigrant Visa applicants and file visa applications on a daily basis. Also perform data entry from approved passport applications into Consular Affairs software program for processing locally produced and US-produced passports for American citizens. Generally assist in other consular section areas as required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Raynae Fleming at 295-1342 x 234.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of High School is required.
2. One year of customer service, cashiering, administrative, government or paraprofessional experience.
3. Ability to operate an electronic cash register, computer and calculator.
4. The ability to work well in a busy office environment is required.

SELECTION PROCESS

The position is open to eligible family members who possess the skills and abilities required. After an initial application screening, the qualified applicants will be invited to an interview. Interviews will be scheduled immediately following the closing date. Selection is based on qualifications and suitability for the position. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.
4. Must be able to pass U.S. Government security background check and pre-employment medical exam.

TO APPLY

Interested candidates for this position should submit the following or the application will not be considered.:

1. Application for Federal Employment (DS-1950); or
2. A current resume or curriculum vitae that provides the same information as a DS-1950; plus

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

By Mail:

Attention: Raynae Fleming
American Consulate General
P.O. Box HM 325
Hamilton HM BX

Via Facsimile:

441-296-9233
Attention: Raynae Fleming

Via E-Mail:

hamiltonhr@state.gov

POINT OF CONTACT

Name: Raynae Fleming
Telephone: 441-295-1342 x234
FAX: 441-296-9233
E-mail: hamiltonhr@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria.
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 10, 2012

The US Mission in Bermuda provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Clearances: Jacquelyn B. Rosholt, Consul Officer; Raynae Fleming, Management Assistant

CLOSING DATE FOR THIS POSITION: January 10, 2012
An Equal Opportunity Employer